



# TOWN OF UPTON, MASSACHUSETTS

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## Economic Development Committee

### Meeting Minutes

***Date: October 2, 2019***

***Location: Town Hall, Main Street***

#### **A: Call to Order**

Having a quorum, the meeting was called to order at 7:15 pm

#### **B: In Attendance**

Committee Members:

- Michelle Antinarelli – NOT PRESENT
- Gene Bernat – NOT PRESENT
- Donna Desjardins
- Bill McCormick
- Steven Rakitin
- Dave Ross

Guests: Derek Brindisi, Town Manager  
Gary Bohan, Planning Board  
Richard Desjardins, ZBA Member  
William Andrews, ZBA Member

#### **C: Discussion**

##### **1. General Discussion**

We reviewed the agenda and approved the meeting minutes of Sept 18<sup>th</sup>. Unanimous.

##### **2. Small Business Fair Recap**

The fair was a success! Several of the businesses that participated have indicated that it was worthwhile and would participate again next year. Senator Moore attended and interacted with several of the business owners.

##### **3. Discussion of UCBD by-law and map with Planning Board and ZBA...**

We reviewed the proposed UCBD Map and discussed the proposed by-law with PB and ZBA. Several minor changes were made.

##### **4. Finalize DRAFT of proposed UCBD based on feedback from Planning Board and ZBA...**

- It was moved and seconded to approve the UCBD map with addition of Honey Island Parcel #12. Unanimous.
- It was moved and seconded to approve draft by-law dated Oct 2 2019, Unanimous.
- It was moved and seconded to approve draft Shared Parking by-law, dated Sept 25, 2019. Unanimous.

#### **5. Discuss Informational Public Meeting with Working Group on Oct 3rd.**

Agenda to include discussion of progress since May TM, update from RFP Committee on Design Standards and an update on the Municipal Building project.

#### **6. Discuss letter for contacting property owners in UCBD and inviting them to Informational Session on Oct 17th.**

We discussed a draft letter and suggested changes. Bill to work with Denise to verify the list and address of property owners in the UCBD so that we can send out letters next week.

#### **7. Discuss updates to Imagine Upton website.**

Consider posting UCBD Map and proposed by-laws.

#### **8. Other Topics**

Key dates:

- Next PB Meeting Oct 8
- Warrant posted Oct 15
- Presentation to Men's Club Oct 16
- Planning Board public hearing Oct 22
- STM Nov 5

### **D: Committee Actions and Action Items**

1. A motion was made and seconded to approve the minutes from September 18<sup>th</sup>. Approved by unanimous vote.
2. A motion was made and seconded to approve the UCBD map with addition of Honey Island Parcel #12. Approved by unanimous vote.
3. A motion was made and seconded to approve draft by-law dated Oct 2 2019. Approved by unanimous vote.
4. A motion was made and seconded to approve draft Shared Parking by-law, dated Sept 25, 2019. Approved by unanimous vote.

### **Possible Agenda Items for Next Meeting**

- Get ITE Parking Guidelines and send to PB.
- Begin mailing letters to list of property owners in zone
- Plan Informational Session for property owners – Oct 17<sup>th</sup>
- Prepare documents (zoning map and by-law changes) for review in Town Clerk's office
- Prepare updates to post on Imagine Upton Website

### **E: Next Meetings**

1. Next EDC meeting tentatively scheduled for Oct 16<sup>nd</sup> @ 7pm.

### **F: Meeting Adjourned**

Upon unanimous vote, the meeting was adjourned at 9:15 PM

Respectfully submitted

Steven R. Rakitin  
Clerk